

# **Department of Mechanical Engineering, University of Kashmir**

## **Resume Building general Guidelines.**

### **Create a Master CV**

It Should Include all the Academic, Extra-Curricular Activities, Projects, Online Courses, Work Experience, and all the relevant information from your high school.



### **Select a Template**

- Select a template that better suits your profiles, interests, and achievements.
- Some samples are given below.



### **Objective/Profile**

Guidelines and some helpful tips are mentioned below.



### **Education**

- University: Name, Current Semester, Address, Grades till date.
- Schooling: Mention Name, Year of passing, Address, and Grades.



### **Skills**

- Highlight all of your technical as well as soft skills.
- Use infographics to present your skill proficiency.



### **Projects**

- Highlight skills & software used in activities.
- Your input to the project, Learning from projects and results.



### **Online Course and Other Extra-Curricular Activities**

- Highlight Achievements that depict qualities like leadership, creativity, problem-solving, etc.
- Application of your knowledge and add other relevant information.

## SAMPLE RESUME OBJECTIVES

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Stating resume objectives could help in convincing prospective employer that you have a well-defined career objective and thus familiar to the field and you would be a positive addition to the staff. You need to communicate that it's you who's the best candidate for the job. Your first sentence in your Resume objectives should indicate that there's something constructive in you to offer to your employer. This is important as all organizations want to hire people who have a positive and strong attitude and certainly know how to utilize their skills.

Please find attached the document for some Sample Resume Objectives, which can be used in Resumes. Ensure that blanks and Question marks are filled as per the client's profile/ experience/ knowledge/ target job profile or industry

### RESUME OBJECTIVES

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#### FOR FRESHERS

Seeking an entry level position in an organization **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**, where there is an opportunity to exhibit strengths and enhance skills while striving for the growth and development of organization

Seeking a challenging career opportunity which would help me to utilize my academic background that assist me to gain experience, employ my excellent interpersonal skills, and enable me to make a positive contribution **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Seeking an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Seeking a position in a leading organization where I am able to apply the knowledge gained through my \_\_\_\_**???**\_\_\_\_ Degree/ Certification **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

### SAMPLE RESUME OBJECTIVES

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Aspiring to pursue long-term career in a professional organization enabling company objectives of growth, \_\_\_\_\_ and \_\_\_\_\_ **(e.g., customer satisfaction and service)** industry.

Aspiring to work **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** with Latest Technologies and Professional Group/ Company where my skills and knowledge can contribute to its success **(For Engineering related profile)**

With assets such as integrity, loyalty and strive for perfection, I will add value and strength to any employer empowering me or a team which I am part of. I wish to grow professionally by learning from the organization and giving my best **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Aspiring to work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields, and realize my potential and contribute to the development of organization with impressive performance **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

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#### FOR FRESHERS & EXPERIENCED PROFILES

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Seeking a challenging assignment/ position with a well-established organization that will lead to a lasting relationship **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Seeking a challenging assignment/ position that will enable me to use my strong organizational skills, educational background, and ability to work well with people **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Seeking a challenging career opportunity utilizing my \_\_\_\_\_ education, skills and experience to promote the company's success **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**

Seeking an opportunity **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** in a reputed organization where I can complement my skills and contribute in the most effective manner.

Aspire to serve and entertain different range of customers in the most ethical manner. **(For Customer Service/Sales)**

Aspiring to work in a premier organization which gives me ample opportunities to apply my skills, to grow and to contribute in the most effective manner by being a key and an effective team player **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

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### **SAMPLE RESUME OBJECTIVES**

Aspiring to be placed in a company in which I can use my technical skills and leadership qualities to the upliftment of the company and myself **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry**.

Seeking a position **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** with a well-established organization with advancement opportunities utilizing my skills in the field of medical billing and coding.

Seeking a challenging assignment **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** in a reputable organization to utilize my \_\_\_\_\_**???**\_\_\_\_\_ and \_\_\_\_\_**???**\_\_\_\_\_ skills for the growth of organization and myself.

Seeking a challenging assignment **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** where I could employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Seeking an opportunity to add value by contributing my experience and knowledge **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** while seeking avenues to grow professionally.

Seeking a challenging assignment/ position **in the field of** \_\_\_\_\_**????**\_\_\_\_\_/ **in the** \_\_\_\_\_ **industry** whereby I could utilize, perform, and accomplish and where I can enhance my knowledge and contribute to the growth of the organization with my skills and experience.

Seeking a position where I can explore my skills and abilities in the \_\_\_\_\_ **(e.g. Information Technology)** environment that offers Professional growth while being resourceful, innovative and flexible

Seeking a position at **ABC institute** where I can maximize my training experience, program development skills and my teaching abilities. **(For Teaching)**

Seeking a position as a School/ College Teacher/ professor that will utilize my strong dedication to children's development and to their educational needs. **(For Teaching)**

Aspiring to enhance the educational experiences of elementary students applying \_\_\_\_\_ years of teaching experience. **(For Teaching)**

Seeking a position that will benefit from my \_\_\_\_\_ **(e.g. sales)** experience, positive interaction skills and industry contacts where my \_\_\_\_\_ years' experience can improve the \_\_\_\_\_ **(e.g. sales)** results.

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## SAMPLE RESUME OBJECTIVES

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Seeking a challenging/ managerial level position where my skills and experience can be effectively utilized for increased profitability and product sales volume by developing a dynamic team. **(For Sales)**

Seeking a \_\_\_\_\_ **(e.g. project management)** position with leadership responsibilities including \_\_\_\_\_, \_\_\_\_\_ **(e.g. problem solving, planning, organizing and managing budgets)**.

Seeking a position as a team-player in a people-oriented organization where I can maximize my \_\_\_\_\_ **(e.g. Customer-service)** experience in a challenging environment to achieve the corporate goals.

Seeking a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people **in the field of** \_\_\_\_\_ **???/ in the** \_\_\_\_\_ **industry.**

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes and utilizes my true potential while nurturing my analytical and technical skills **in the field of** \_\_\_\_\_ **???/ in the** \_\_\_\_\_ **industry/ as a** \_\_\_\_\_

Seeking a position in the organization that provides me ample opportunity to explore & excel **in the field of** \_\_\_\_\_ **???/ in the** \_\_\_\_\_ **industry/ as a** \_\_\_\_\_ while carving out the niche for personal, professional as well as organizational goals

# Sample Resume

## Name

105, Umar Colony-A, Lal Bazar, Srinagar, Jammu & Kashmir, India-190023

✉ [email\\_id@gmail.com](mailto:email_id@gmail.com)

☎ +91-901843xxxx

in [LinkedIn Profile link](#)



## Mechanical Engineer (Objective)

*I am looking for a role where I can apply and improve my analytical, numerical, and problem-solving skills in research and development. Working on ideas which have a positive impact on society.*

## Profile

- B.Tech. graduate in Mechanical Engineering with an A+ Grade from the University of Kashmir.
- Hands-on expertise in programming languages like Python and C along with CAD modelling packages like AutoCAD and Inventor.
- Adept in Data Analytic software like Excel, Sheets and Wolfram Alpha.
- In-depth knowledge of Mechanical Engineering subjects, especially Thermodynamics, Heat Transfer, and Fluid Mechanics.
- Self-motivated and goal orientated with a high degree of flexibility, creativity, resourcefulness, commitment, and optimism backed with good communication, project leading and team building skills.

## Technical Skills

AutoCAD, Inventor, Ansys, Meshroom, Python, C-Programming, Excel

## Academic Details

### Bachelor of Technology in Mechanical Engineering, 2022

Institute of Technology, University of Kashmir

CGPA: 8.7/10

### Higher Secondary School (12th), 2017

Tyndale Biscoe School | J&K State Board of School Education

85.6%

### Secondary School (10th), 2015

Tyndale Biscoe School | J&K State Board of School Education

89.6%

## Projects Undertaken

<b>Title</b>	Developing a Waste Heat Recovery System Based on Organic Rankine Cycle using Traditional Heat Sources.		
<b>Duration</b>	Since Apr-2022	<b>Organization</b>	Institute of Technology, University of Kashmir
<b>Position</b>	Group Leader	<b>Software</b>	Meshroom, Excel, IC Measure, Mesh Lab
<b>Highlights</b>	Developed Thermodynamic cycle having 12% higher cycle efficiency than Steam cycle. Reverse-engineered the turbine of a turbocharger using photogrammetry.		
<b>Title</b>	Analysis of Slug Deposition in Overhead Weld		
<b>Duration</b>	Since Mar-2022	<b>Organization</b>	Institute of Technology, University of Kashmir
<b>Highlights</b>	Developed 3 cross-sectional samples of Mild Steel, 2 overhead and 1 horizontal weld.		

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## Online Courses

<b>Title</b>	<a href="#"><u>Programming for Everybody Specialization</u></a>		
<b>Offered by</b>	University of Michigan   <a href="#"><u>Coursera</u></a>		
<b>Course Name</b>	<a href="#"><u>Programming for Everybody (Getting Started with Python)</u></a>	Oct 2020	Grade Achieved: 100%
<b>Course Name</b>	<a href="#"><u>Python Data Structures</u></a>	Nov 2020	Grade Achieved: 100%
<b>Course Name</b>	<a href="#"><u>Using Python to Access Web Data</u></a>	Dec 2020	Grade Achieved: 100%

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## Internship

<b>Organization</b>	Lake and Waterways Development Authority		
<b>Location</b>	Srinagar, Jammu & Kashmir		
<b>Learning</b>	Operation and maintenance procedure of equipment in Sewage Treatment Plants. Preventive and predictive maintenance of Heavy Weed Machinery.		
<b>Equipment and Machinery</b>	Lobe Pumps, Submerged Centrifugal Pumps, Blowers, Hydraulics systems. Aquatic Weed Harvester (Sweden), Weed Loader (USA), Watermaster (USA), Truxor, Self-Propelled Barge with Transport Crane, Grab Aquatic Weed Harvester, Self-Propelled Barge, Dumb Barge and Custom De-Weeding Machine (TATA-Hitachi)		

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## Extracurricular Activities

- Credential of serving as **Placement and Internship Cell Coordinator**, Department of Mechanical Engineering, University of Kashmir, Since June 2022.
- Credential of serving as **Innovation Club Coordinator**, Department of Mechanical Engineering, University of Kashmir, Since March 2022.
- Organized a 3-day “**Data Science and Python Programming**” workshop at the Institute of Technology, University of Kashmir from 18<sup>th</sup> to 20<sup>th</sup> of July 2022.
- Organized the “**Electric Vehicle from ANSYS**” workshop at the Institute of Technology, University of Kashmir.